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20 JAN 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Director of Information Services

SUBJECT: OIS Weekly Report (13-19 January 1982)

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Office of the Director of Information Services

The Director of Information Services met with the DDA and OGC representatives to coordinate Agency comments on the latest Information Security Oversight Office draft revision to Executive Order 12065. These comments, developed primarily by the Records Management Division in consultation with Agency components, were to be forwarded under DCI signature to the Assistant to the President for National Security Affairs on 18 January.

Classification Review Division

CRD reviewed a total of 1,161 CIA documents (11,395 pages) and declassified 1.9 percent. An additional 57 non-CIA documents (497 pages), one State Department galley proof (493 pages), two manuscripts (14 pages), and one miscellaneous document (499 pages) were also reviewed.

Proposed guidelines for the National Archives and Records Service's (NARS) review of sensitive material without classification markings which had been prepared by CRD were forwarded to the Information Management Staff (IMS), DO, for coordination. The Assistant DO Records Management Officer proposed that the DCI discuss the matter with the Secretary of State since their records were primarily involved. In discussing the matter, Chief, Records Management Division (RMD) suggested that this proposal was overkill and advised that discussion with State should be handled by RMD as the Agency's representative for records management. He also suggested that the Agency should go ahead with the publication of guidelines for use by NARS since the problem can potentially occur not only with State but with any agency with whom this Agency has business. IMS has agreed with this proposal but with minor changes to the guidelines intended for use by NARS.

CRD continues to face difficulties in its attempt to close out the review of all 1952-54 volumes of State's Foreign Relations of the United States,

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primarily because of the contentious Guatemala material in Volume IV. State had removed almost all of the material to which CIA had objected originally and had resubmitted for review 233 pages of fairly innocuous material which it wanted to add. Subsequent to an initial, cursory analysis by CRD, which revealed few problems, LA Division, DO, responded with a request that the material be denied in its entirety -- a completely untenable position. CRD is preparing its analysis of the situation for further discussions with the DO.

Records Management Division

New specifications for approximately 60 forms printed under direct contract with commercial printers or through the Government Printing Office were prepared by RMD at the request of Chief, Procurement Division, Office of Logistics (OL). Using the new specifications, Chief, Printing and Photography Division, OL, decided to have all but eight printed commercially. This should improve forms procurement service for the Agency.

Regulations Control Division

RCD's workload of regulatory issuances increased from 117 to 122 active jobs during the past week representing the difference between those issuances published and newly initiated proposals. For this reporting period, RCD carried out the following 32 actions on issuances: 15 were newly initiated; two were circulated for Agency-wide coordination; one was provided to OGC for legal concurrence; four were forwarded to the DCI, DDCI, or DDA for approval; nine were published by the Printing and Photography Division; and one was canceled by RCD.

Issuances of general interest included notices announcing the appointment of [] as Special Assistant to the Director [], outlining procedures to follow during weather emergencies [], and publicizing salary increases [] a bulletin concerning an upcoming Government Employees Health Association meeting [] and SIS Notice No. 11 providing information on procedures used in the selection of individuals for awards.

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Information and Privacy Division

A separate report is attached.

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Attachment:
As stated

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